

## 4.1 ADDRESSING ENVELOPES

### Addressing Envelopes

NETL complies with the U.S. Postal Service's standards for addressing envelopes. This will enhance the processing and delivery of mail; these guidelines also meet the requirements of the Postal Service optical character reader readability.

If you have a dual address with PO BX and Street Address, the PO BX line goes directly above the City-St-Zip and the ST address goes above the PO BX line.

The Postal OCR automated reader starts at the bottom and reads upward. Mail goes to the City-State-Zip+4, then to the PO BX or ST address, then to the company, then to the person with M/S.

- All lines of the address have a uniform left margin.
- PPERCASE LETTERS are preferred on all lines.
- No punctuation is used (except for the hyphen in the ZIP + 4 code).
- Abbreviate suffixes, directionals, streets, states (see example below).
- Use ZIP + 4 code (when available).
- Address should be contained in an imaginary rectangle that extends from 5/8" to 2-3/4" from the bottom of the envelope, with 1" margins on each side.
- led out on the bottom line alone beneath the rest of the address.

#### Example

**MR JOHN DOE  
COMPANY NAME  
567 MAGNOLIA ST  
PO BOX 1234  
HEMPSTEAD NY 11550-1234**

To facilitate return of any undeliverable mail from the NETL mailroom, senders should add their names and mailstops above the NETL return address; this information may be typed or handwritten.

**US DEPARTMENT OF ENERGY  
NATIONAL ENERGY TECHNOLOGY LABORATORY  
3610 COLLINS FERRY ROAD  
PO BOX 880, MS \_\_\_\_\_  
MORGANTOWN WV 26507-0880**

**OR**

**US DEPARTMENT OF ENERGY  
NATIONAL ENERGY TECHNOLOGY LABORATORY  
626 COCHRANS MILL ROAD  
PO BOX 10940, MS \_\_\_\_\_  
PITTSBURGH PA 15236-0940**

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### **International**

When doing a bulk mailing, YOU must separate in above categories for our Mail Center to process automatically due to different postal rates. It is easier to set up your label file in this order initially so labels print out in these categories.

This rule is for under 1-pound mail items. For bulk mailings over 1 pound each, the DOMESTIC items must be broken down further into postal zones as rates are different in each U.S. postal zone. (See Mail Center for zones.)